



Date: August 13, 2009

In reply refer to:

Subject: Fiscal Year 2009 Year-end Financial Timeline for Processing FFIS Data

To: Jon Holladay  
John Brewer  
Kevin Close  
Howard Campbell  
Connie Constance  
COD Managers  
USDA Agencies

Attached is the fiscal year-end timeline with critical dates for financial management processing based on the November 16, 2009, Financial Statement Deadlines, related procedures, and points of contact. (Please see the List of Attachments.)

All USDA Financial Management personnel should use these documents in monitoring and meeting critical due dates for fiscal year 2009.

Questions or comments concerning this document should be addressed to the Points of Contact listed below:

Point of Contact	Division/Branch	E-mail Address	Telephone Number
Bob Gargoni	COD/ACPRB	<a href="mailto:robert.gargoni@usda.gov">robert.gargoni@usda.gov</a>	504-426-5384
Carlos Metaxas	COD/ACPRB	<a href="mailto:carlos.metaxas@usda.gov">carlos.metaxas@usda.gov</a>	504-426-5338
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/s/

CHARLES L. WALLACE, Director  
Controller Operations Division

Attachments

## List of Attachments

### **Attachment 1**

#### **Financial Management Calendars from September 2008 through November 2009**

These calendars contain critical due dates within each fiscal month that must be met in the processing of financial data. The calendars include daily processing activities consolidated with information from the FY 2009 Financial Management Key Milestone and Due Dates Chart (attached as exhibit). Please see Attachment 1 for particular required completion dates, task descriptions, and responsible areas. **Note:** The United States Department of Agriculture (USDA), under the leadership of the Office of the Chief Financial Officer (OCFO), is transitioning several Agencies from the current financial system, the Foundation Financial Information System (FFIS), to SAP under the Financial Management Modernization Initiative (FMMI) during the FFIS FY 09 Annual Close. In order to facilitate mission accomplishment, a Joint-Integrated FFIS-FMMI Cycle processing Master Schedule Checklist is available to integrate all of the key processing activities. This checklist must be used in conjunction with both the September and October 2009 monthly calendars.

### **Attachment 2**

#### **Fiscal Year 2009 Annual Closeout Procedures**

This memorandum prescribes special requirements for the following events, activities, and tasks:

1. Recording obligations as of September 30, 2008.
2. Submitting period-end estimates in lieu of actual obligation documents.
3. Special processing regarding the Integrated Acquisition System (IAS) for both FMMI Deployment 1 and 2 agencies.

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal law. The overall intent is to handle the myriad of business affairs relative to the FY 2009 closeout process expeditiously.

## **Attachment 3**

### **Annual Close Guide Fiscal Year 2009**

The FFIS Annual Close Guide serves as a comprehensive, year-end procedures reference manual and facilitates a better understanding of the Year-end Close Process. The document contains useful information on the following topics:

- Roles and Responsibilities
- Basic Government and FFIS Elements
- Year-End Closing Plan
- Financial Operations
- Financial Analysis and Standard General Ledger (SGL) Review
- Cash Transactions, Obligations and Commitments
- Accruals
- Adjusting Entries
- Cancelled Authority
- System Assurance
- Preliminary Annual Close
- Final Annual Close
- External Reporting
- Financial Statements

The FY 09 Annual Close Guide is found on the Controller Operations Division (COD) Web site (<http://cod.nfc.usda.gov/index.html>) by clicking the Publications tab, then selecting Annual Close Guide from "Quick Picks" on the left-hand side, or by clicking the following link: <http://cod.nfc.usda.gov/publications/Annual%20Close%20Guide%20FY2009.pdf>

## **Attachment 4**

### **Critical Points of Contact**

The critical points of contact (POC) list provides names and telephone numbers of specific individuals within COD, by branch, for assisting in processing financial data as well as ACFO-FS, and GESD, particularly Payroll and Administrative Applications and Systems Division (ASD). All individuals can be located in the USDA Email Directory located on the USDA Web site ([www.usda.gov](http://www.usda.gov)) Contact us tab.